

State Procurement Office
Procurement of Health and Human Services

Proposed Changes to Hawaii Administrative Rules
Pursuant to Chapter 103F, HRS

1. Requests for Information (RFI)

Changes from an optional to mandatory requirement. Prior to each procurement, a written RFI will be conducted. Establishes a procedure for posting the RFI and a brief summary/analysis of responses on the web in a central location.

2. Joint Request for Proposals (RFP)

Establishes a joint RFP process whereby two or more purchasing agencies may issue a joint RFP when:

- a. Services are substantially the same; or
- b. Purchasing a continuum of services for clients from the same provider or collaboration of providers is essential for continuity of service.

3. Planning Activities

Conducting planning activities change from optional to mandatory. Length of the contract determines minimum frequency of planning activities.

4. Public Notices

Changes the requirement from publishing in the newspaper to posting on the web at a central location. Public notices in the newspaper will be optional.

5. Competitive Request for Proposals

Increases the minimum number of days for the public notice from 21 to 28.

Establishes a procedure for posting RFPs on the web at a central location.

6. Exempt Procurements

Establishes a procedure whereby prior to any action by the chief procurement officer, requests for exemption and notices of intent to make an exempt purchase are posted on the web at a central location for a minimum seven days. Status of the requests will also be posted.

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7. Restrictive Purchase of Service

Establishes a procedure for posting requests for restrictive purchase of services and the notices of restrictive purchase of service on the web in a central location for a minimum of five days prior to any action by the chief procurement officer and two days from approval. In total, notices to be posted at least 7 days prior to execution of a contract. Status of the request also to be posted. Publishing the notice in the newspaper becomes optional.

Establishes a procedure for requesting an amendment to a restrictive procurement.

8. Treatment Method of Procurement

Establishes a procedure for posting treatment awards on the web in a central location. The posting will include, at a minimum, the provider name, service and contract funding amount.

9. Proposal Evaluations

Requires an explanation of numerical scoring to be included in the statement of findings and decision.

10. After-the-Fact Secondary Purchases

Establishes a monetary cap of \$75,000 on after-the-fact secondary purchases.

11. Procurement Violations

Establishes a procedure for processing procurement violations.

Questions? More information about public informational meetings is on the web at:

<http://www.spo.hawaii.gov>

Click on “Procurement of Health and Human Services”... “Public Informational Meetings”
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